



HON. SYLVIA O. HINDS-RADIX  
*Corporation Counsel*

**THE CITY OF NEW YORK  
LAW DEPARTMENT**

100 CHURCH STREET  
NEW YORK, NY 10007

**STEVEN E. SMITH**  
*Assistant Corporation Counsel*  
Labor & Employment Division  
(212) 356-1106  
stevsmit@law.nyc.gov

April 22, 2024

**VIA ECF**

Hon. Joseph A. Marutollo  
United States Magistrate Judge  
Eastern District of New York  
225 Cadman Plaza East  
Brooklyn, NY 11201

cc: Honorable Clerk of the Court  
Re: *Collins v. N.Y.C. Dep't of Educ. et al.*  
23-cv-9248-JAM

Your Honor:

I am an Assistant Corporation Counsel in the office of the Hon. Sylvia O. Hinds-Radix, Corporation Counsel of the City of New York, attorney for Defendants City of New York and the New York City Department of Education in the above-referenced action. I write, pursuant to paragraph (4) of the Administrative Order 2023-23 of the Eastern District of New York Board of Judges, to request that a United States District Judge be assigned to preside over this case because Defendants intend to file a Motion to Dismiss the Amended Complaint pursuant to Rule 12 of the Federal Rules of Civil Procedure.

Thank you for your consideration and attention to this matter.

Respectfully submitted,

Steven E. Smith  
Assistant Corporation Counsel

cc: Latanya Collins  
*Plaintiff Pro Se*  
P.O. Box 341143  
Queens, New York 11434  
(631) 318-0153